

MODEL FOOD SAFETY TASK FORCE  
PARTNERSHIP AGREEMENT  
BETWEEN  
\_\_\_\_\_ STATE DEPARTMENT OF \_\_\_\_\_  
AND  
THE U.S. FOOD AND DRUG ADMINISTRATION  
\_\_\_\_\_ REGION/DISTRICT

AGREEMENT TO ESTABLISH A PARTNERSHIP

The State of \_\_\_\_\_, Department of \_\_\_\_\_ and the \_\_\_\_\_ (Region/District) of the Food and Drug Administration (FDA) agree to (establish or provide support) for a FOOD SAFETY TASK FORCE in the State of \_\_\_\_\_.

PARTNERSHIP PURPOSE AND GOALS

To establish a (or provide support of an existing) Food Safety Task Force for the purpose of fostering communication and cooperation within the state of the state and local food safety regulatory agencies; to provide a forum to all the stakeholders of the food safety agencies; to assist in adopting or implementing the Food Code; to promote the integration of the statewide food safety system to become a cost effective efficient system to maximize the protection of the public health.

PROGRAM AREAS AND RESPONSIBILITIES/ACTIVITIES FOR PARTNERSHIP

The partnership for a Food Safety Task Force will include representatives of all state and local food safety regulatory agencies, the food industry, consumers, health and agricultural officers, educators, epidemiologists, local and state elected officials and other interested parties. The partnership establishes the following as the responsibilities for this partnership:

Initiating State Agency:

- a. The initiating state food safety agency agrees to have an initial (or continuing) meeting to establish (continue) a Food Safety Task Force within the state. The initial meeting must take place prior to September 15, 1999.
- b. The meeting host agrees to invite representatives of state and local food safety agencies, industry representatives, consumers, educators, epidemiologists, health and agricultural officers, local and state elected officials and other interested parties.
- c. The purpose of the meeting is to establish (reconvene) a Food Safety Task Force to discuss the food safety system in the state. The attendees at the meeting will discuss and reach agreement to establish a Food Safety Task Force, or to reach agreement that such a task force is not necessary in the state.
- d. If a task force is agreed to be established, the assembled participants will determine the size and membership of the task force, operating procedures, meeting rules and preliminary goals. (We recommend that the task force not exceed 15 members; we will provide meeting guidelines and other meeting facilitation documents as requested).
- e. The membership of the task force agree to inform their constituents of the existence and information regarding the task force and also agree to establish goals or outcomes for the task force to accomplish.
- f. The membership agrees to hold at least two meetings (up to 4) per year as necessary to accomplish the goals of the task force.
- b. The state agrees to accept an FDA purchase order and to bill the FDA for the associated meeting costs as described above.

FDA

- a. The FDA agrees to support the State Task Force by providing a non-member district or regional liaison to the Task Force for its meetings.
- c. The FDA will reimburse the state up to \$1000 for the purpose of securing a meeting facility, to pay for in-state travel of participants or other costs associated with hosting a meeting. The expenditure of the funds

must be in accordance with state travel and purchasing authority. The FDA will provide the state a purchase order to bill the FDA for the associated meeting costs as described above.

- d. The FDA, dependent on availability of funds, agrees to support future meetings (FY 2000) of the State Food Safety Task Force.
- e. The FDA agrees to provide the State Task force with information relating to the Integrated National Food Safety System workgroups and National Food Safety System Strategic Planning.
- g. The FDA will provide meeting guidelines and other meeting facilitation documents as requested.

#### UNITED STATES DEPARTMENT OF AGRICULTURE –USDA

- a. The USDA agrees to support the State Food Safety Task Force by providing a non-member district or regional liaison to the Task Force for its meetings.

#### SUGGESTED GOALS/OUTCOMES

The following goals/outcomes are suggested for the Task Force to consider:

- a. Foster communications between all stakeholders in the state/local food safety system.
- b. Adoption or implementation of the FDA Food Code.
- c. State/local food service education, may also include statewide recognition/acceptance of food service training or certification programs.
- d. Review/determine the roles and responsibilities, capacity and resource needs of the state and local food safety agencies.
- e. Review foodborne illness outbreak coordination and investigations within the state/local system.
- f. Review information sharing and data collection abilities and formats among and between the state and local food safety agencies.
- g. Review or establish Uniform Regulatory Standards for state/local food safety agencies.
- h. Review the communication system for state/local food safety agencies including communications with the industry and consumers, legislative bodies.
- i. Review the state/local food safety laboratory operations and coordination.

#### STATUTORY BASIS FOR PARTNERSHIP AGREEMENT

The FDA, USDA and the Initiating State Agency agree that the formation of this Food Safety Task Force will not interfere with existing advisory mechanisms within the federal/state/local system. The establishment of the Task Force is within the laws and regulations of the state and local Food Safety Agencies and not a mandate or requirement of the FDA or USDA.

#### PLANNED RESOURCES

- a. Funding:  
FDA will provide up to \$1000 for the initial meeting.  
FDA will provide funds for future meetings in FY 2000 upon availability of funds.
- b. Personnel:  
FDA and USDA will provide a regional/district liaison to the Task Force for each meeting.  
Initiating State agency will provide the necessary personnel to establish the task force and to convene future meetings.

#### ASSESSMENT MECHANISMS

The State Food Safety Task Force will evaluate its progress toward achieving its goals and outcomes on a yearly basis and inform all its stakeholders of the progress and outcomes.

#### SIGNATURES OF AGREEING PARTIES